



WEST VALLEY CITY
Unity • Pride • Progress

FIRE DEPARTMENT

Dear Business Operator,

In order to better serve the health and safety needs of the community, West Valley City in conjunction with the Fire Department has initiated a Hazardous Materials Permit program. Our aim is to bring our community into full compliance with all aspects of the nationally recognized *International Fire Code (IFC)*. This process will be accomplished through a vigorous business inspection and permit program. We respectfully request your participation as a West Valley City business owner/operator in completing this important paperwork, and forwarding it to our office in a timely manner.

We realize, as a business handling hazardous materials, you are faced with a number of local, state and federal reporting and regulatory requirements. It is our intent to deal specifically with those requirements which are distinct hazards to life and property and directly impact the public and our firefighters in responding to emergencies at your place of business.

Included with this letter is the permit application and renewal packet. The information you provide will be tabulated, condensed and forwarded to our dispatchers, Fire Prevention Inspectors and Responders responsible for the district where your property is located. Our inspectors and hazardous materials response team, will visit your facility to put a face on the information we have received and identify any safety concerns with you. Naturally, this inspection will be scheduled at your convenience.

The enclosed permit or related documents should be completed and returned to the address listed, within thirty (30) days (along with the permit application fees). Should you encounter questions regarding the compilation of the packet or the information requested, please feel free to contact our office:

Fire Prevention Bureau
3600 South Constitution Blvd.
West Valley City, Utah 84119
801-963-3367

Thank You,

Oliver C. Moore
Battalion Chief/Fire Marshal

INSTRUCTIONS

1. Fill out the top half of the permit application. Selection of license type and the appropriate fee(s) will be accomplished after the rest of the application package is completed.
2. Work through the *Short Form Report*; by highlighting the substances in the chemical tables that are used, handled and stored on site. Estimate the largest amount of each highlighted chemical on hand at your facility on any given day throughout the year.
3. Compare the amounts to be entered in column three(3) on the chemical tables in the *Short Form Report* with the exempt amounts in column two (2). Should the amounts are greater than those listed in column two, you will need to complete the *Long Form Report*.
4. If column three amounts do not exceed the quantities listed in table two, then your facility is considered a minimal storage/use site. Simply sign and date the exempt declaration in the *Short Form Report*. Turn to the application form, circle the exempt box on the application and sign and date.
5. If the column three amounts do exceed quantities listed in column two in the *Short Form Report*; you know you're not exempt. Proceed to the *Long Form Report*.
6. The *Long Form Report* is really a simplified version of a Hazardous Materials Management Plan (HMMP). If you have already completed one for your business, use it to fill out the *Long Form Report*. If you don't have an HMMP, you will most likely need one soon. The *Long Form Report* will then be a great head start in that process. An HMMP lets interested individuals (OSHA, EPA, DEQ, DOT) know that your company is alert to chemical hazards and has taken steps to prevent accidents in the workplace.
7. With the *Long Form Report* completed, please sign and date the declaration. Turn to the *Application Form* to determine the license type and fee category for your facility.
 - A. A *Minimal Storage Site* (\$65.00) is typically a small retail non-exempt business who sells small pre-packaged containers of regulated chemical compounds, and has less than 500 lbs of solids, less than 55 gallons of liquids, and less than 200 cubic feet of compressed gases. A good example would be a hobby shop with small retail packages of flammable and combustible liquids used to build, paint, restore and operate models.
 - B. A *HM Storage Site* (\$140.00) is typically a medium to large retail non-exempt business who sells pre-packaged containers of regulated chemical compounds, that exceed the *Minimal Storage Site* quantities outlined above. Good examples would be paint stores, hardware stores, farm supply stores, pool supply outlets, auto body supply stores, etc. The key to this category is that no chemicals are produced or used on site. Retail Only.
 - C. A *HM Dispensing Site* (\$190.00) is typically a small to relatively large non-exempt business who uses regulated chemical compounds in some process, and that the material is used by dispensing, pumping, drafting, dipping or pouring the regulated material in or about the facility.
 - D. A *HM Production/Processing Site* (\$240.00) is a small to relatively large non-exempt business who produces, repackages or reformulates products with regulated chemical compounds in some process at or on the site or facility. Good examples would be custom photo chemical supply wholesalers, custom soap & lubrication supply shops, processing plants or production facilities etc. The key is that most of these types of businesses re-package and/or reformulate chemicals for wholesale or retail sale or use.
8. Select the license type, sign & date where designated. Send the appropriate fee(s) and HazMat form package to the address listed. The information will be reviewed by the Prevention division, an inspection appointment will be made to put a face on the information received. The permit will be sent as soon as processing will

allow.

9. Please feel free to call 963-3336 if you're having any problems or concerns. Thank you in advance for your participation in this important program.

HAZARDOUS MATERIALS PERMITS QUESTIONS AND ANSWERS

Q. *WHO NEEDS A HAZARDOUS MATERIALS PERMIT?*

- A.** Any person, firm or corporation which uses, stores, sells or handles hazardous materials in excess of the amounts listed on the enclosed Hazardous Materials Permit Forms.

Q. *WHO FILES THE SHORT FORM REPORT?*

- A.** Minimal Storage Sites are retail outlets which have less than 500 pounds of solids, less than fifty-five (55) gallons of liquids, or less than 200 cubic feet of compressed gasses, whose materials do not exceed the threshold planning quantities listed in 40 CFR, Paragraph 355, may elect to file the *Short Form Report*.

Q. *WHO FILES THE LONG FORM REPORT?*

- A.** Any person, firm, or corporation exceeding the *short form* threshold for any material should complete the entire *Long Form Report*.

Q. *WHAT ABOUT COMPANIES WHICH HAVE MORE THAN ONE TYPE OF USE?*

- A.** A facility conducting multiple operations would pay the highest application fee appropriate to the type of business. For example, a company which both stores and dispenses hazardous materials would pay the HazMat fee of \$240.00, plus addition fees as they apply.

Q. *ARE WE REQUIRED TO SUBMIT OR RENEW EACH YEAR?*

- A.** Yes. The HazMat permit must be renewed annually, However, unless there are changes on site (new building configurations, additional materials or quantities, etc.), the renewal process is much easier than the initial application.

Q. *WHAT HAPPENED TO THE MATERIAL SAFETY DATA SHEET (MSDS)?*

- A.** It is no longer required to submit a separate MSDS for each individual chemical at your facility. However, OSHA still requires MSDS sheets or other hazard communication devices be maintained on site in easily accessible locations throughout the facility.

Q. *IS THIS JUST MORE WASTED PAPERWORK?*

- A.** No. The forms we have included in this package are derived from the International Fire Code 2000. This appendix is designed to meet the on-site information needs of fire department personnel and other emergency responders. Much of this same information is however, also required in Tier II reports submitted to your local LEPC under federal regulation known as SARA.

Q. *WHY IS MY COMPANY BEING SINGLED OUT?*

- A.** Due to the expanding scope, quantities and complexity of hazardous materials in use throughout our

community, it is important local officials and responders stay alert to the change industrial and business environment regarding hazardous materials. All industrial and commercial facilities within our jurisdiction are being asked for this information and are regulated by code and ordinance equally.

GLOSSARY

Cameo System	Software database program designed for Hazardous Materials applications.
ERG	Emergency Response Guide: a guidebook for responders during the initial phase of a Hazardous Materials incident.
EPA	Environmental Protection Agency -- a federal regulatory agency.
Fire Evacuation Plan	<p>A plan and description of the steps that must be taken to evacuate the facility safely.</p> <p>The plan shall include: escape routes, accountability of employees, fire and rescue team procedures, means and alternative means of notifying occupants, description of voice/alarm communications alert system, alarm procedures for local response agencies.</p>
Fire Inspector	An inspector in the Fire Prevention Bureau.
Fire Safety Plans	<p>The fire safety plan shall include but not be limited to:</p> <p>Procedures for reporting a fire, Life safety strategy and procedures for notifying relocating, or evacuating occupants, occupant assembly points, fire hydrant locations, local emergency response agency access, floor plans with safety equipment location areas.</p>
Hazardous Materials General Provisions	Chapter 27 of the International Fire Code 2000, addresses; prevention, control and mitigation of dangerous conditions relating to all hazardous materials.
HM	Hazardous Materials.
HM Coordinator	A supervisory position that supervises daily operations of Hazardous Materials response Team.
HM Inspector	FPB Inspector position; identifies safe procedures and conditions in a facility, provides code and safety instruction and is responsible for code enforcement and reporting.
HMIS	Hazardous Materials Inventory Statement.

HMMP	Hazardous Materials Management Plan.
HMRT	Hazardous Materials Response Team.
IFC	International Fire Code – the Fire Code recently adopted in by the State of Utah. The IFC 2000 is the adopted code for West Valley City.
Long Form Report	Complete HMIS and HMMP are required.
MSDS	Material Safety Data Sheets are require to be on hand and available to employees. Information found in the MSDS may help complete the HMIS and HMMP. MSDS are not to be submitted with the HM permit.
OSHA	Occupational Safety and Health Administration, a federal regulatory agency.
SARA	Federal regulation which encompasses community right to know statutes.
Short Form Report	For minimal storage and/or exempt sites only.
WVCFPB	West Valley City Fire Department Fire Prevention Bureau.

FLAMMABLE LIQUIDS

IFC 3402.1 – A liquid having a closed cup flash point below 100°F (38°C). Flammable liquids are further categorized into a group known as Class I liquids. The Class I category is subdivided as follows:

Class I-A

Flash point less than 73°F (23°C)

Boiling Point below 100°F (38°C)

Example: Ethyl Ether, Ethylamine, Ethylene Oxide, Ethyl Mercaptan.

Class I-B

Flash point less than 73°F (23°C)

Boiling point at or above 100°F (38°C).

Example: Acetone, Gasoline, Alcohol, Lacquer, MEK, Toluene.

Class I-C

Flash point at or above 73°F (23°C) and below 100°F (38°C)

Example: Chlorobenzene, Butyl Alcohol, Rapid Curing Asphalt, Turpentine.

- *This category of flammable liquids does not include compressed gases or cryogenic fluids.*

COMBUSTIBLE LIQUIDS

IFC 4202.1 – A liquid having a closed cup flash point at or above 100°F (38°C). Combustible liquids shall be subdivided as follows:

Class II

Flash point at or above 100°F (38°C) and below 140°F (60°C).

Example: Fuel oil, Diesel Fuel, Kerosene, Mineral Spirits, Paint thinner, Oil based paint.

Class III-A

Flash point at or above 140°F (60°C) and below 200°F (93°C).

Example: Camphor, Diesel fuel, Fuel oil, Light lubrication oils, creosote oils, Oil based paint, Phenol.

Class III-B

Flash point at or above 200°F (93°C).

Example: Gear lubrication, Heavy lubrication oils, oil based paint, No Normal asphalt, New engine oil, Corn oil.

- *This category of combustible liquids does not include compressed gases or cryogenic fluids.*

GENERAL INFORMATION
Facility Description / Pre-plan Worksheet

1. Business Licence Number: _____ HazMat Permit Number: _____
2. Business Name: _____ Date: _____
3. Address: _____
4. Phone: _____ Fax: _____ E-mail: _____
5. Person responsible for business: _____ Hm Phone: _____
6. Emergency Contacts:

<u>Name & Title</u>	<u>Home Phone</u>	<u>Work Phone</u>
<i>Principle</i>		
<i>Alternate</i>		
<i>Property Owner (if someone other than owner or principle)</i>		
7. Principle Business Activity: _____
8. Hours of Operation: _____ Number of Shifts: _____
9. No. of Employees in building: _____ Possible area of trapped people: _____

Day
Night
10. Utility Locations:

Water _____ Gas _____ Electric _____ Heat/AC _____
 Elevators _____ Alarm Control _____ Riser/Stand pipe _____
11. Hazardous Materials: (List all on site with amount and locations – Please continue on separate pages if necessary)

Example: Methyl Ethyl Ketone / 1500gallons / 55 gallon contained drums in shed on NE corner of property near dispensers.

12. We have MSDS sheets on site. MSDS Location(s): Set 1 _____ Set 2 _____
13. Hazardous Materials Inventory List/Tear II Inventory Sheet locations: _____
14. Is there High Rack Storage in your facility? Yes/No _____ 15. Confined space locations _____

To be completed by property owner or facilities manager:

16. Special Hazards: (confine space hazards, high angle structure hazards, dead-ends, pits, dikes, sumps, etc.)

17. Exposures and Locations:

North –
East –
South –
West –

18. Special Handling issues that may be addressed:

Special shut down procedures:
On site technicians/specialist:
Off site technicians/specialist:
Home office contact numbers:
Supplier/Vendor numbers:
Other:

19. Notes & Comments on Structure:

20. Facility Description and Site Plans

9 Building(s): (please address each building on site separately)

Type of construction:		Roof type:	
Height:	Length:	Width:	Total Cubic Ft:
Floor construction:	Number of Floors:	Confined Space Location(s):	
Fuel load:	Entry locations:	Fire wall locations:	

9 Protection Methods:

Nearest hydrant:	Second hydrant:
Sprinkler riser site:	Standpipe system sites:
FDC Location(s):	Knox Box Location(s):
Sprinkler system type:	Fire pump control box location:

HAZARDOUS MATERIALS PERMIT
Application & Renewal Form

This is a New or Original (O) application, or a renewal (R) of your permit for next year? 90 or 9R

Business Name: _____

Business Address: _____

Mailing Address: _____

Contact Person: _____ **Phone:** _____

To help calculate the correct fee amount for the Hazardous Materials permit. A clear fee schedule guide is outlined on the Instruction page (2) of this packet. Storage sites, dispensing sites and production/processing sites are also defined on the Instruction page. Note: A single facility may have two or even three functional hazardous materials classifications. Example- Print Shop #1 has several 55 gal. drums of solvent stored on site. They are dispensing from the drums into smaller containers. In addition, they are generating waste from the solvents and the ink used from printing. Therefore Print Shop #1 must calculate for a "Hazardous Materials Storage Site", a "Hazardous Materials Dispensing Site", and "HM Waste Production". The fee would then calculate to a total \$395 dollars for the annual Hazardous Materials Permit.

<u>License Type Requested</u>	<u>Form Required</u>	<u>Application Fee</u>
9 Exempt	Short Form	No Charge
9 Minimal Storage Site	Short Form	\$65.00
9 HM Storage Site	Long Form (All pages)	\$140.00
9 HM Dispensing/Use Site	Long Form (All pages)	\$190.00
9 HM Production/Processing Site	Long Form (All pages)	\$240.00
9 HM Waste Production	Any HM Waste generated	\$65.00
9 Explosive Blasting Permit (single event)	Permit Form (Separate)	\$300.00
9 Explosive Blasting Permit (annual)	Permit Form (Separate)	\$Prorated
9 Fireworks Aerial Display	Permit Form (Separate)	\$300.00

Signature

Title

Date

Enclose all necessary completed forms and a check for the application or renewal fee payable to:
West Valley City Fire Department. (Permit fees are non-refundable)

Please Send to: West Valley City Fire Prevention Division
Hazardous Materials Permit
3600 South Constitution Blvd.,
West Valley City, Utah 84119

Facility Map Instructions

To be completed by property owner or facilities manager:

18. Facility Maps

Provide facility maps on standard 8 ½ x 11 inch paper to approximate scale.

If you desire location confidentiality, mark map clearly "**Confidential -- Do Not desire Disclose.**"

Trade secret information shall be listed as specified by federal, state, and local laws.

9 Site Map or Block Diagram: (An overview of the property & date drawing was completed:)

Please include the following information on the map or in a map key or legend for each storage area:

- All structures, chemical loading areas, storage areas, dispensers, mixers and sheds on site.
- Streets around property, Internal roads, Entry and Exit routes, parking areas.
- Adjoining property identification.
- Hazardous Materials storage areas (tanks, sheds, bins, storm & sanitary sewers, etc.)
- Hydrant & Standpipe locations.
- Confined Space and High angle areas i.e., pits, dikes, sumps, wells, hazard locations.
- Include the contents and capacity of all tanks at each area and indicate whether they are above or below ground.
- Are there any properties within 1 mile that would effect your operation should an emergency event take place.

9 Floor plan: (date drawing was completed.)

Please include the following information on the map or in a map key or legend for each storage area:

- Ingress and egress locations (include blocked doors and/or overheads)
- Hazardous Materials storage areas
- Flammable Gas Shut-offs
- Flammable or Combustible liquid shut-offs
- High pressure tank storage
- Power Shut-off
- System shut down locations and procedures where applicable.
- Storage systems with each storage location and access route. Identify each storage area with an identification number, letter, name or symbol.
- The general purpose of other areas within the facility
- Location of Emergency equipment, i.e., Sprinkler risers & Standpipe locations
- Emergency egress or escape routes / Where approved protect in place locations. (This element should coincide with your Fire safety plan and/or Emergency Response and Evacuation Plan.)
- Location of all interior above ground and underground tanks to include sumps, vaults, below-grade treatment systems, piping, etc.

9 Please add any other element or feature to the map you may feel relevant to the planning process.

9 (These maps should be drawn as accurately and professionally as possible. Hand drawn maps are acceptable, however must contain elements of clarity and understanding to be accepted and approved by the Fire Marshal.)



N

SITE MAP or BLOCK DIAGRAM

Date:





Z

FLOOR PLAN

Date:



HAZARDOUS MATERIALS PERMIT MINIMAL AMOUNTS / SHORT FORM REPORT

If your business stores, handles, dispenses or processes any of the hazardous material types listed in the tables below, you are required to obtain a Hazardous Materials Permit. (International Fire Code 2000 - Hazmat Permit Tables 2703.1.1 (1)(2)&(3))

On the tables below, please highlight the material(s) found at your facility. Should quantities of hazardous materials **exceeding** amounts listed on the tables below, move to and complete the **“Long Form Report”** contained in this packet. If you have quantities **less than or equal to** the amounts stated below, simply complete the following.

Short Form Instructions:

Please highlight any and all material(s) stored, handled, dispensed or processed at your facility. Should quantities be less than or equal to the amounts stated below, simply write in the maximum amount stored on hand and then fill out and sign the exempt declaration. Next, fill out the; Emergency Response Plan, Emergency Response Training Plan and draw the facility maps. After the Hazardous Materials Permit Application found in the front of this packet is complete. Return the forms, information, and maps to our office with the appropriate hazardous materials permit fee.

TYPE OF MATERIAL	EXEMPT AMOUNT	AMOUNT ON HAND
Carcinogens	10 pounds	
Cellulose Nitrate (pyroxylin)	25 Pounds	
Combustible fiber	100 cubic feet	
Compressed Gasses Corrosive Flammable Highly Toxic Inert and simple asphyxiant Irritant Other health hazards Oxidizing (including O2) Pyrophoric Radioactive Sensitizer Toxic Unstable (reactive)	200 cubic feet 200 cubic feet Any amount 6000 cubic feet 200 cubic feet 650 cubic feet 540 cubic feet Any amount Any amount 200 cubic feet Any amount Any amount	
Corrosive Liquids	55 Gallons	
Corrosive Solids	500 Pounds	
Cryogens (Inside Building) Flammable Corrosive Highly Toxic Oxidizer (Including Oxygen O2) Nonflammable Cryogens (Outside Building) Flammable Corrosive Highly Toxic Oxidizer (Including Oxygen O2) Nonflammable	Over 1 Gallon Over 1 Gallon Over 1 Gallon 10 Gallons 60 Gallons Over 1 Gallon 60 Gallons Over 1 Gallon 50 Gallons 500 Gallons	
Explosives	Any amount	

**HAZARDOUS MATERIALS PERMIT
MINIMAL AND SHORT FORM REPORT
(CONTINUED)**

Type of Material	Exempt Amount	Amount on Hand
Flammable and Combustible Liquids (Inside Building) Class I (Fp<100EF) Class II (Fp≥100E,<140EF) Class III-A (Fp≥140E, <200EF) Class III-B (Fp≥200EF)	5 Gallons 25 Gallons 25 Gallons 25 Gallons	
Flammable and Combustible Liquids (Outside Building) Class I (Fp<100EF) Class II (Fp≥100E,<140EF) Class III-A (Fp≥140E, <200EF) Class III-B (Fp≥200EF)	10 Gallons 60 Gallons 60 Gallons 50 Gallons	
Flammable Solids	100 Pounds	
Highly Toxic Gases (Liquids and Solids) Including pesticides and fumigants)	Any Amount	
Irritant liquids	55 gallons	
Irritant solids	55 pounds	
Liquified Petroleum Gases (LPG)	2000 Gallons	
Magnesium	10 pounds / day	
Nitrate Film	25 pounds (NFPA 40)	
Oxidizing Liquids Class 4 Class 3 Class 2 Class 1	Any Amount 1 Gallon 10 Gallons 55 Gallons	
Oxidizing Solids Class 4 Class 3 Class 2 Class 1	Any Amount 50 Pounds 100 Pounds 500 Pounds	
Organic Peroxides (Liquids and Solids) Class I Class II Class III Class IV	Any Amount Any Amount 10 Pounds 20 Pounds	
Other Health Hazards: Toxic substances which cause damage to particular organs or systems such as: Hepatotoxins (Liver), Nephrotoxins (Kidneys), Neurotoxins (CNS), and Blood toxins. Liquids Solids	(Examples: carbon tetrachloride, halogenated, hydrocarbons, uranium, mercury, carbon disulfide, carbon monoxide and cyanides) 55 Gallons 55 Pounds	
Pyrophoric Materials (Solids, Liquids, or Gases)	Any Amount	

HAZARDOUS MATERIALS PERMIT
MINIMAL AND SHORT FORM REPORT
(Continued)

Type of Material	Exempt Amount	Amount on Hand
Radioactive Materials Radioactive Gas Non-sealed Source(s) Sealed Source(s) NRC licensed materials	Any amount >1 Microcurie >1 Millicurie Any amount	
Sensitizer liquids Sensitizer solids	55 Gallons 500 Pounds	
Unstable (Reactive) Liquids Class 4 Class 3 Class 2 Class 1	Any Amount Any Amount 5 Gallons 10 Gallons	
Unstable (Reactive) Solids Class 4 Class 3 Class 2 Class 1	Any Amount Any Amount 50 Pounds 100 Pounds	
Water-Reactive Liquids Class 3 Class 2 Class 1	Any Amount 5 Gallons 10 Gallons	
Water-Reactive Solids Class 3 Class 2 Class 1	Any Amount 50 Pounds 100 Pounds	
Hazardous Waste (Any by-product or mixture of materials considered to be a hazard if spilled or released.)	Any Amount	

DECLARATION

Please fill out items one (1) through nine (9) and sign the Declaration statement below.

1. Business Name: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____
2. Principle Business Activity: _____
3. Number of Employees: _____ 4. Number of shifts: _____
5. Person responsible for the facility:
Name: _____ Title: _____ Phone: _____
Address: _____
6. Hours of Operation: _____
7. Emergency Contacts:
Name and Title: _____ Home Phone: _____ Work Phone: _____

8. Person responsible for this application packet (principle contact)
Name and Title: _____ Title: _____ Phone: _____
9. Property Owner:
Name: _____ Title: _____ Phone: _____
Address: _____

DECLARATION:

Do **not** sign if any of the previously mentioned listed Hazardous Materials exceed the exempt amounts or unless declared to be **Minimal Storage Site** by the West Valley City Fire Marshal's representative.

I hereby certify that the information above is true and correct to the best of my knowledge, and request that my business be declared a minimal storage or exempt site. I also understand that I am not obligated to complete the complete long form application.

Signature: _____ Title: _____
Date: _____

Please print or type your name: _____

Note: This form must be signed by the owner/operator or their designated representative.

HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

INSTRUCTIONS

Permit applications shall include a hazardous materials inventory statement. IFC 407.5

A Declaration Fill in all appropriate information.

B Inventory Statement

1. Mark appropriate information on top of each form used.
2. You must complete a separate inventory statement for all non-waste and waste hazardous materials. *List all hazardous materials in alphabetical order by hazard class.*
3. The following is a list of information required in each column of the inventory statement.

Column Information Required

1. **Common Trade Names: Non-waste** Provide the common or trade name of the regulated material. State it's location on site map.

Waste In lieu of trade names, you may provide the waste category. State it's location on your site map.

2. **Chemical Name:** Provide the chemical name and major constituents and concentrations. If a mixture, list 3 primary components and all EHS chemicals.
3. **Chemical Abstract Number:** The CAN or (CAS number) is found in 29 CFR. For mixtures, enter the CAS number of the mixture as a whole, if it has been assigned a number distinct from it's components. For a mixture that has no CAS number, report the CAS numbers of three major constituents.
4. **Physical State:** Mark the following descriptive codes as they apply to each material (*more than one code may apply*):
P = Pure M = Mixture S = Solid L = Liquid G = GAS
5. **Hazard Class (EPA):** For each material listed, mark the SARA hazard class as defined below. You may list more than one classification per material. These categories are defined in 40 CFR 370.3.

Physical Hazards

F = Fire
R = Reactivity
P = Sudden release of pressure

Health Hazards

I = Immediate (Acute)
D = Delayed (Chronic)

6. **Hazard Class (OSHA):** Mark the appropriate OSHA Physical and Health Hazard classifications.

Physical Hazards

- | | |
|--------------------------------------|----------------------------------|
| 1. Explosives and blasting agents | 7. Pyrophoric materials |
| 2. Compressed gasses | 8. Unstable (reactive) materials |
| 3. Flammable and combustible liquids | 9. Water-reactives |
| 4. Flammable solids | 10. Cryogenic |
| 5. Organic peroxides | |
| 6. Oxidizers | |

7. **Quantity on Hand:**

- a. Enter (in pounds) the estimated average daily amount on site during the past year.
- b. Provide the maximum aggregate quantity (in pounds) of each material handled at any one time by the business.

HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS) INSTRUCTIONS *continued*:

8. **Days on Site:** Enter the number of days the material was present on site during the last year.

9. **Storage Codes:** Mark storage codes below for *Type, Pressure, and Temperature*.

Type

A = Aboveground tank
B = Belowground tank
C = Tank inside building
D = Steel drum
E = Plastic or nonmetal
F = Can
G = Carboy
H = Silo
I = Fiberdrum
J = Bag
K = Box
L = Cylinder
M = Glass bottle or jug
N = Plastic
O = Tote Bin
P = Tank wagon
Q = Rail car
R = Other

Pressure

1 = Ambient
2 = Greater than ambient (Atmospheric)
3 = Less than ambient (Atmospheric)

Temperature

4 = Ambient
5 = Greater than ambient
6 = Less than ambient, but not cryogenic
7 = Cryogenic drum

10. **Annual Waste:** Identify the aggregate quantity of waste; shipped, reprocessed and/or retained.

SEPARATION AND MONITORING

Part A Aboveground

1. Fill out items 1 through 6, or provide similar information for each storage area shown on the facility map. Use additional sheets as necessary.

Part B Underground

1. Complete a separate page for each underground tank, sump, vault, below-grade treatment system, etc.
2. Check the type of tank and method(s) that applies to your tank(s) and piping, and answer the appropriate questions. Provide any additional information in the space provided or on a separate sheet.

C. WASTE DISPOSAL

1. **Waste Only** For each individual waste or mixture of waste, provide an estimate of the total amount of hazardous waste handled, what the material is and how it is disposed of throughout the year.
2. Check all that apply and list the associated wastes for each method checked.

D. RECORD KEEPING

1. Include a brief description of your inspection procedures. You are also required to keep an inspection log and recordable discharge log. These are designed to be used in conjunction with routine inspections for all storage facilities or areas. Simple forms are attached for your use. Place a check in each box that describes your forms. If you do not use the simple forms, provide copies of your forms for review and approval.

E. EMERGENCY RESPONSE PLAN

1. This plan should describe the personnel, procedures and equipment available for responding to a release of hazardous materials that are stored, handled or used on site.
2. A check or response under each item indicates that a specific procedure is followed at the facility, or that the equipment specified is maintained on site.

HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS) INSTRUCTIONS continued:

3. If the facility maintains a more detailed emergency response plan on site, indicate this in Item 5. This plan shall be made available for review by the inspecting jurisdiction.

F. EMERGENCY RESPONSE TRAINING PLAN

1. This plan should describe the basic training plan used at the facility.
 2. A check in the appropriate box indicates the training is provided or the records are maintained.
 3. If the facility maintains a more detailed emergency response training plan, indicate this in Item 4. This plan shall be made available for review by the inspecting jurisdiction.
-

DECLARATION

Please fill out items one (1) through nine (9) and sign the Declaration statement below.

1. Business Name: _____ Date: _____
Address: _____

Phone: _____ Fax: _____ E-mail: _____
2. Principle Business Activity : _____
3. Number of Employees: _____ 4. Number of shifts: _____
5. Person responsible for the facility:
Name: _____ Title: _____ Phone: _____
Hm Address: _____
6. Hours of Operation: _____
7. Emergency Contacts:
Name and Title: _____ Home Phone: _____ Work Phone: _____

8. Person responsible for this application packet (principle contact)
Name and Title: _____ Title: _____ Phone: _____
9. Property Owner:
Name: _____ Title: _____ Phone: _____
Address: _____

DECLARATION:

I hereby certify that the information above is true and correct to the best of my knowledge, and request that my business be declared a Hazardous Materials; " Storage, " Dispensing, " production/processing or waste site.

Signature: _____ Title: _____ Date: _____

(Please print or type your name)

Note: This form must be signed by the owner/operator or their designated representative.

*Please use the form on the following pages for the inventory (Make additional copies as necessary).
However, should the inventory already be formatted – in a clear and understandable 8½x11 configuration
– that may be substituted.*

Common Trade Name and Site Map Location	Chemical Name, Components and Concentrations (If mixture list 3 primary components and all EHS chemicals)	Chemical Abstract Number	Physical State	Hazard Class EPA	Hazard Class OSHA Physical Health		Quantity On Hand (LBS.)	Days On Site	Storage Code Annual Type, Pres., Waste Temp. Throughput
			PURE <input type="checkbox"/> ----- MIXTURE <input type="checkbox"/> ----- GAS <input type="checkbox"/> ----- SOLID <input type="checkbox"/> ----- LIQUID <input type="checkbox"/>	F <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/>	1 6 2 7 3 8 4 9 5 10	1 2 3 4	DAILY AVERAGE ----- DAILY MAXIMUM -----		A B C D E F G H I J K L M N O P Q R 1 2 3 4 5 6 7
			PURE <input type="checkbox"/> ----- MIXTURE <input type="checkbox"/> ----- GAS <input type="checkbox"/> ----- SOLID <input type="checkbox"/> ----- LIQUID <input type="checkbox"/>	F <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/>	1 6 2 7 3 8 4 9 5 10	1 2 3 4	DAILY AVERAGE ----- DAILY MAXIMUM -----		A B C D E F G H I J K L M N O P Q R 1 2 3 4 5 6 7
			PURE <input type="checkbox"/> ----- MIXTURE <input type="checkbox"/> ----- GAS <input type="checkbox"/> ----- SOLID <input type="checkbox"/> ----- LIQUID <input type="checkbox"/>	F <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/>	1 6 2 7 3 8 4 9 5 10	1 2 3 4	DAILY AVERAGE ----- DAILY MAXIMUM -----		A B C D E F G H I J K L M N O P Q R 1 2 3 4 5 6 7
			PURE <input type="checkbox"/> ----- MIXTURE <input type="checkbox"/> ----- GAS <input type="checkbox"/> ----- SOLID <input type="checkbox"/> ----- LIQUID <input type="checkbox"/>	F <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/>	1 6 2 7 3 8 4 9 5 10	1 2 3 4	DAILY AVERAGE ----- DAILY MAXIMUM -----		A B C D E F G H I J K L M N O P Q R 1 2 3 4 5 6 7

SECONDARY CONTAINMENT AND MONITORING

ABOVE GROUND STORAGE AREAS

(IFC 2703.2.4.1.1(2))

(Complete one sheet for each storage area shown on map)

Storage Area Identification (as shown on facility map): _____

1. Storage Type:

_____ Original containers	_____ Safety Cans
_____ Inside Machinery	_____ Bulk Tank
_____ 55 Gallon Drums or	_____ Outside Barrels
_____ Storage Shed	_____ Pressurized Vessel
_____ Other: _____	

2. Storage Location:

_____ Inside Building	_____ Outside Building
	_____ Secured

3. Separation:

_____ All Material	_____ One-hour Separation
_____ Compatible	_____ Wall/Partition
_____ Separated By Twenty	_____ Approved Cabinets
_____ Other: _____	

4. Secondary Containment:

_____ Approved Cabinet	_____ Secondary Drums
_____ Tray	_____ Bermed, Coated Floor
_____ Vaulted Tank	_____ Double-Wall Tank
_____ Other: _____	

5. Monitoring:

_____ Visual	_____ Continuous
_____ Other: _____	
(attach specifications if necessary)	

6. Monitoring Frequency:

_____ Daily _____ Weekly _____

Other: _____
(attach additional sheets if necessary)

SECONDARY CONTAINMENT AND MONITORING
UNDERGROUND STORAGE (IFC 2703.2.4.1)

SINGLE-WALL TANKS AND PIPING

Tank area identification (as shown on facility map): _____

1. Backfill Vapor Wells

Model and Manufacturer: _____

Continuous or Monthly Testing:

2. Groundwater Monitoring Wells

3. Monthly Precision Tank Test

4. Piping

Monitoring Method:

Frequency:

5. Other:

DOUBLE-WALL TANKS AND PIPING

Tank area identification (as shown on facility map): _____

1. Method of monitoring the annular space:

2. Frequency of monitoring: _____ Continuous _____ Daily _____ Weekly

Other:

3. List the type of secondary containment for piping:

4. List the method of monitoring the piping secondary containment:

5. Are there incompatible materials within the same vault? _____ YES _____ NO

If yes, how is separate secondary containment provided?

NOTE: If you have continuous monitoring equipment you shall maintain copies of all service and maintenance work. Such reports shall be made available for review on site, and shall be submitted to the Fire Prevention Bureau upon request.

(Attach additional sheets as necessary.)

SECTION IV WASTE DISPOSAL

_____ Discharge to the sanitary sewer

Wastes:

Pretreatment

Wastes:

Licensed waste hauler

Wastes:

Recycle On site: _____ Off site: _____

Wastes:

Other

Describe Method:

Wastes:

SECTION V RECORD KEEPING

Accurate records shall be kept of the unauthorized discharge of hazardous materials by the permittee. & Records shall be maintained of required emergency evacuations drills... (IFC 2703.3.1.1)

Description of company inspection program:

_____ We will use the attached sample forms in our inspection program.

_____ We will not use the sample forms. We have attached a copy of our own forms.

Description of Employee Training and Emergency Response Procedures:

Training Sessions with Dates and Times:

EMERGENCY RESPONSE PLAN

Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of fire, leak or spill. (IFC 407.4)

1. **On-site responders:**

Name and Title

Phone

Method of notifying on site-responder:

____ Automatic alarm ____ Phone ____ Verbal ____ Radio
____ Manual Alarm ____ Other: _____

2. **Off-site responders:**

Agency

Phone

Fire Department: _____

911

State Emergency Services: _____

Other Agencies: _____

3. **Designated Emergency Medical Facility:**

Name

Title

Phone

4. **On Site Mitigation Equipment**

A. Monitoring Devices:

____ Toxic or Flammable Gas Detection

____ Fluid Detection

____ Other: _____

B. Spill Containment

____ Absorbents

____ Other: _____

C. Spill Control and Treatment:

____ Vapor Scrubber

____ Mechanical Ventilation

____ Pumps/vacuums

____ Secondary Containment

____ Neutralizer

____ Other: _____

D. Clean Air Controls:

5. **Evacuation plan**

____ Immediate area evacuation routes posted.

____ Entire building evacuation procedures written. How often are employees trained on the procedure?

____ Assembly areas preplanned.

____ Evacuation maps posted.

____ Other: _____

6. _____ Supplemental Hazardous Materials Emergency Response Plan on site

Location:

Responsible Person:

EMERGENCY RESPONSE TRAINING PLAN

Employees shall be apprized of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties. (IFC 406.3)

1. Person responsible for the emergency response training:

Name & Title

Phone

2. Training requirements:

- A. All employees are trained in the following as indicated:

_____ Procedures for internal alarm/notification

_____ Procedures for notification of outside emergency responders

_____ Location and content of emergency response plan. How often are employees trained on procedures?

- B. Chemical handlers are trained in the following as indicated:

_____ Safe methods for the handling and storing of hazardous materials.

_____ Proper use of personal protective equipment.

_____ Locations and proper use of fire and spill control equipment.

_____ Specific hazards and personal safety of each chemical to which employees may be exposed.

- C. Emergency response team members are trained in the following:

_____ Procedures for shutdown of operations.

_____ Procedures for using, maintaining and replacing facility emergency and monitoring equipment.

- D. _____ Personnel training happens every six months. All personnel are trained in emergency response procedures within six months of hiring.

- E. _____ Refresher training is provided no less than annually.

3. The following records are maintained for all employees:

_____ Verification that training was completed and understood by the employee.

_____ Description of the type and amount of introductory training.

_____ Training records of former employees are retained for at least three years.

_____ Documentation on, and description of, emergency response drills conducted at the facility.

4. A more comprehensive and detailed emergency response training plan is maintained on site.

Location: _____

Responsible person: _____

Phone: _____



Dear Sir,

At this time you have completed the documents, forms and maps required for the Hazardous Materials permit. If applicable, please include a copy of your Tier II report for this facility with the packet.

The information you provide should be updated each year, to cover the needs of the fire department and those safety issues that might effect your work place. Of course, if there are any significant changes this coming year that may affect the operational emergency plans, storage, production, dispensing or waste amounts or adjustments at your facility, these changes should be forwarded to this office as soon as possible, to fully comply with government regulations.

Thank you for your extraordinary effort in processing through the various and divers documents, forms and maps associated with this packet. Now that the packet is complete, the permit is all but hanging in plain view, in a conspectus location in your reception area. To complete this years Hazardous Materials cycle, please carefully enclose the following materials in an envelop:

- **For a new permit:** Please send the completed; Application form, associated documents, forms and maps. (If applicable, please include a copy of your Tier II report with this packet.)
- **For renewal:** Please complete the Renewal application form, any change documents, forms or maps. (If applicable, please include a copy of your Tier II report with this packet.)
- **Fees:** A check for the exact fee amount(s) required for this years permit.

And then send to:

Hazardous Materials Permit
West Valley City Fire Prevention Division
3600 South Constitution Blvd.
West Valley City, Utah 84119

The permit fee(s) and all updated information forms should be returned to this office within 30 days. On arrival at our office, the permit will be created with an attached receipt, an inspection tour of your facility will be scheduled at your convenience, and the fire department Operations Division will adjust their emergency response plans to offer the highest level of mitigation and safety for your facility.

Thank you for your time and commitment to the safety and welfare of your employees and to the community.

Certainly, if there is any question or if we may be of any assistance, please feel free to call us.